

# LAWMAKING IN TENNESSEE

## TYPES OF LEGISLATION

In Tennessee, formal expressions of legislative intent may be made in any of three ways: (1) bills; (2) resolutions; and (3) joint resolutions.

### **BILLS**

A bill is a form in which a proposed law is drafted for introduction in the Legislature, and it remains a bill until final legislative and executive action is taken on it.

Acts, public and private, are the end results of bills and do not become acts until they are passed in identical form by both houses of the Legislature and are (1) signed by the governor; or (2) allowed to become a law by the governor's failure to return the bill stating his objections to it, within ten days (Sundays excepted) after it has been presented to him; or (3) passed by a majority of all the members of each house, notwithstanding the objections of the governor, where he has vetoed the bill.

In Tennessee, the terms--public acts, general acts, public laws and general laws--are used interchangeably in referring to legislative enactments of statewide application, although "public acts" is the official designation. There are three types of bills in Tennessee.

General bills apply to all areas of the state and amend the TCA, though the Attorney General has ruled that, in certain circumstances, counties may be excluded on vote of the membership.

General bills of local application are acts which amend the Tennessee Code but, rather than applying statewide, apply to only specific areas of the state. These areas are usually designated by population brackets.

Private, local, or special acts refer to acts applicable to one subdivision or part of the state and require approval of the legislative body governing the area to which the act applies.

### **RESOLUTIONS**

Resolutions, unlike bills, do not become the law of the state when acted upon by the Legislature, but serve merely to express the will of the majority of the body by which they are adopted. Resolutions are termed House Resolutions or Senate Resolutions, depending upon the house in which they are adopted. Resolutions passed by both houses are joint resolutions.

### **JOINT RESOLUTIONS**

Joint resolutions are a higher form of expression of the legislative will than resolutions, and, although they are not laws, they do have the force of law for certain limited purposes. If they originate in the Senate, they are Senate Joint Resolutions; if they originate in the House, they are House Joint Resolutions. Except for adjournment and constitutional amendment resolutions, Joint resolutions require the approval of the governor and are subject to the same rules as bills with reference to vetoes, passage over the governor's veto, and taking effect upon failure of the governor to sign or veto them.

## **THE STEPS IN PASSING A BILL**

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The following represents the normal procedure in transforming a bill into law. The steps below describe passage of general bills. The procedure is somewhat different for local bills.

### **INTRODUCTION**

A legislator may introduce a bill in the body of which he is a member by filing it with the appropriate clerk. Bills must be typewritten on letter size paper (8 1/2" by 11") and are introduced in the original and one copy. Both the bill and copy are jacketed in manuscript covers of different and distinctive colors. The signature or signatures of the member, or members, sponsoring the bill must be placed on the cover. It also must contain the caption of the bill.

### **NUMBERED BY CHIEF CLERK**

The bill is then examined by the Chief Clerk of the House or Senate to see that it conforms to legislative rules, is given a number which is placed on all copies, and is then distributed as required under the rules.

Since the Tennessee Constitution provides that no bill shall become a law until it shall have been considered and passed on three different days in each house, a somewhat complex procedure then follows concerning the bill.

### **PASSED ON FIRST CONSIDERATION**

A bill must be filed with the Chief Clerk no later than **4:00 p.m.** on the day preceding the date of introduction. Any bills pre-filed in conformance with this House and Senate rule are introduced under the proper order of business, while any bills filed after 4:00 p.m. of the preceding day or during that day's session are held for introduction the next day the house is in session. There being no objection, the bill is passed on first consideration.

### **PASSED ON SECOND CONSIDERATION**

The next legislative day following introduction of a bill, the bill is passed on second reading; and is referred by the Speaker to the appropriate standing committee under the proper order of business.

### **REFERRED TO COMMITTEE**

After the bill has been referred to committee, it will remain there unless one of the following courses of action is taken to bring it out: (a) the sponsor of the bill appears before the committee to explain the bill, and his motion to have the bill recommended for passage receives a majority of those present and voting in the committee; (b) after seven days in a committee without action being taken, the bill may be recalled from committee by a majority of the members of the Senate or House as the case may be; (c) if the bill is not considered controversial in nature, it is placed on a committee consent calendar and then reported as "recommended for passage" if objection is not raised; or (d) in the House committees, if the sponsor fails to appear before the committee at the scheduled hearing on two occasions and he fails to request that his bill be rescheduled, the bill is returned to the Clerk's desk where it is held pursuant to Rule 81(2); (e) in the Senate committees, if the sponsor fails to appear before the committee at the scheduled hearing and has failed to request that his bill be re-scheduled, the bill is returned to the Clerk's desk for the purpose of being withdrawn from the Senate.

The committee chairmen report committee action taken in reporting bills out of committee to the Chief Clerk. All bills being recommended for passage by the committee are referred automatically to the scheduling committee, which is the House Committee on Calendar and Rules or the Senate Calendar Committee.

## **REFERRED TO CALENDAR**

The House Committee on Calendar and Rules is made up of the Speaker, the speaker pro tempore, the majority leader or his designee, the majority caucus chairman, the minority leader or his designee, the minority caucus chairman, two members each of the majority and minority parties, one chairman, one vice-chairman, and one secretary (appointed by the speaker), and the chairman of each standing committee. This committee sets the calendar and establishes the schedule of meetings of the various standing committees. Unlike the Senate Calendar Committee, the House Calendar and Rules Committee debates the merits of a bill or resolution. While the Senate Calendar Committee determines when a bill will reach the floor for debate, the House Calendar and Rules Committee determines whether a bill will reach the floor.

The Senate Calendar Committee is composed of a chairman and the majority and minority floor leaders. The Senate rules state specifically that the Calendar Committee "shall only act as a scheduling committee and shall not engage in the determination of the merits of a bill or resolution" but shall calendar every bill or resolution referred to it.

## **PLACED ON CALENDAR**

Written calendars (lists of bills to be considered for third reading) are required to be posted in the Senate Chamber at least 24 hours prior to consideration by the Senate or in the House Chamber at least 48 hours prior to consideration by the House. Senate rules limit the Senate calendar to 14 general bills, plus holdovers, while House rules place the maximum at 25, including any bills held over from previous calendars or any bills set by special order and excluding only those bills "bumped" or objected to on a Consent Calendar. Consent Calendars are made up of those bills and resolutions considered non-controversial in nature and are required to be posted in the House at least three days in advance of consideration and in the Senate, by 2 p.m. of the day prior to consideration.

## **PASSED ON THIRD CONSIDERATION**

On the day a bill appears "on the calendar," it is open to debate and amendment by the entire body considering it (House or Senate). This action takes place under the order of business now known as "Calendar".

The bill is then called up for passage, and after being considered the third time and discussed or debated, it may be passed with or without amendment by a majority of the members to which the body is entitled. (50 or more votes in the House of Representatives; 17 or more votes in the Senate.) When debate is over, a vote is taken on the bill; and the question is, "Shall the bill be passed on third and final reading?". Procedure reaches that point either by (a) debate being exhausted, i.e., all those wishing to speak have done so and the Speaker calls for the question; or (b) a motion for the "previous question," which requires two-thirds vote of those present, automatically stops debate and a vote is taken. If the vote on the passage of the bill carries, the bill automatically goes to the Chief Engrossing Clerk.

## **BILL IS ENGROSSED**

The bill now having been passed in one body then goes to the office of the Chief Engrossing Clerk, where it is retyped, without errors or erasures and is transmitted to the other body. The bill is "engrossed" by reproducing it with all the amendments inserted in the proper places.

## **COMPANION BILLS**

It is customary to introduce identical bills in both houses simultaneously. When this is done, the bills are called "companion bills". When a companion bill is passed in one house, it then goes to the other house to await action on its companion. When the companion bill is called up, it is made to conform with the version already passed by the other house and the version first passed is substituted for the companion in the second

house. The substituted bill is then considered on third and final reading. (The motion to conform and substitute is appropriate only on third readings where a bill would have already gone through the first two steps required by the Constitution and the rules.)

If a bill passes one house and is amended in the other, the bill goes back to the house where it was originally passed for action on the amendment. The first house may vote to concur or not to concur. If it concurs in the amendment(s), the bill follows through for the governor's approval; but if the first house refuses to concur, the bill goes back to the house where the amendment originated and the motion there is that that house recede or refuse to recede from its position in adopting the amendment(s). If there is a refusal to recede, it then becomes necessary to appoint conference committees, consisting usually of at least three members of each house, to meet and attempt to reconcile the differences between the two houses on the bill or to recommend a course of action agreeable to both houses.

### **BILL IS ENROLLED**

After being passed by both houses, the bill is enrolled, that is retyped, without errors or erasures, on a heavy-weight paper, by the Chief Engrossing Clerk in the house of origin. This step involves preparing the bill in the exact form passed by both houses and in a format suitable for approval by the two Speakers and by the Governor.

### **SIGNED BY SPEAKERS**

After the Speakers sign the enrolled copy, it is automatically transmitted to the Governor for his action.

### **SIGNED BY GOVERNOR**

The Governor may sign the bill; veto it; or allow it to become law without his signature. The Governor is allowed ten days (Sundays excepted) after a bill is presented to him to approve or veto the bill; if he takes no action within that period, the bill becomes a law without his signature. The Governor also has constitutional authority to reduce or disapprove any sum of money appropriated in any bill while approving other portions of such bill.

If the Legislature is still in session, the Governor returns all bills and joint resolutions to the house of origin after he has taken action. After adjournment of the General Assembly, bills are returned by the Governor to the Office of the Secretary of State.

If the Governor has vetoed a bill or reduced or disapproved an appropriation within a bill, the veto can be overridden, reduced or disapproved sums of money restored, by a majority vote of the membership to which each body is entitled under the Constitution.

### **SENT TO SECRETARY OF STATE AND ASSIGNED PUBLIC CHAPTER NUMBER**

The Secretary of State's office assigns each general bill passed into law a public chapter number, while local bills are assigned private chapter numbers. The public chapters are published in pamphlet form soon thereafter for distribution to members of the General Assembly and other interested parties. Several months after the session, the public chapters, resolutions and joint resolutions adopted are published in bound volumes as the Tennessee Public Acts. The private chapters are similarly published in bound volumes as the Tennessee Private Acts.

### **INCORPORATED INTO THE CODE**

In the meantime, the Tennessee Code Commission and the publishers of the Tennessee Code Annotated are busily converting and annotating new laws into the existing Code. The supplements and replacement volumes of the Code are usually available about six months after the adjournment of the General

Assembly. (It should be remembered that private acts apply only to one city or county and do not become a part of the Code.)

## **LOCAL BILLS**

The first three steps in passing a bill (introduction, numbered by Chief Clerk, and passes first consideration) are the same for local bills as for general bills. On second consideration, however, procedure changes and the bill is passed on second consideration and held on the Clerk's desk. Since local bills only affect one "locality," they need not be referred to a standing committee but, must meet the approval of the local legislative delegation. The Speaker may refer a local bill to committee in which case it follows the normal steps in the committee system.

After a local bill receives the signature of each member of the local delegation affected by the legislation, it is placed on the Consent Calendar

From the Engrossing process on, the procedure for local bills is the same as for general bills. These bills do not amend the code but, instead become part of the Private Acts of a particular year.

## **RESOLUTIONS**

The following represents the normal steps in adopting resolutions.

Resolutions differ from bills in that they do not become law but simply serve to express the views of the majority of one or both houses of the Legislature.

Resolutions adopted in only one house are known as House or Senate Resolutions, depending on the house in which adopted or introduced. Resolutions adopted by both the Senate and the House are called Joint Resolutions. If they originate in the Senate, they are called Senate Joint Resolutions; and if in the House, they are referred to as House Joint Resolutions.

In the Senate, all memorializing resolutions are referred to the Calendar Committee; and all other resolutions, except joint resolutions proposing joint conventions, are referred to standing committees.

In the House, all resolutions except congratulatory or memorializing resolutions are referred to standing committees, while congratulatory and memorializing resolutions are placed on the Consent Calendar. All joint resolutions in either house calling for a joint convention of both houses are referred to a committee consisting of the Speaker, the majority leader, and the minority leader; this committee is known as the Committee on Delayed Bills.

No resolution, except one proposing an amendment to the Constitution, is required to be read three times. However, according to Article III, Section 18 of the Tennessee Constitution, all joint resolutions, except those calling for adjournment of the Legislature and those proposing specific amendments to the Constitution, must be submitted to the Governor for his signature. The Governor may veto a resolution, just as he may veto a bill; and the General Assembly may override the veto of a resolution in the same manner it may override the veto of a bill.

# STANDING COMMITTEES

## GENERAL

In the 104th General Assembly there are twelve (12) standing committees in the House, not including Calendar and Rules (see descriptions below): Agriculture; Children & Family Affairs, Commerce; Conservation and Environment; Education; Finance, Ways and Means; Health & Human Resources; Government Operations; Judiciary; Consumer and Employee Affairs; State and Local Government; and Transportation. Standing committees are created by the House Rules and the number and composition of the committees can be changed.

The Speaker and Speaker Pro Tempore are voting members of each standing committee; however, the Speaker Pro Tempore shall only vote when the Speaker is not present and voting, except on those two standing committees to which the Speaker Pro Tempore has been regularly assigned.

Bills are referred to committees upon second consideration, which is on the next Legislative Day following their introduction and passage on first consideration. Bills and resolutions are referred by the Speaker at his discretion to the appropriate standing committee.

The function of the standing committee is to consider the bills and resolutions referred to it and make recommendations concerning the bill to the Calendar and Rules Committee. Committees may report bills out with recommendation for passage or recommendation for passage as amended.

## COMMITTEE STAFF

It is the function of the committee staff secretary, the committee intern, staff from the Office of the Chief Clerk assigned to that committee, staff of Legal Services and any other persons working with that committee to assist the committee in keeping up with the bills and resolutions referred to the committee and the committee action thereon, to assist the Chairman in providing for the orderly flow of committee business, and to perform whatever research or furnish whatever information is requested by the committee.

Committee staff should be careful to preserve their dedication to the whole committee as well as the Chairman. Committee staff should not in any way express or show their personal opinions, pro or con, on matters before the committee.

**RESEARCH ANALYST.** The House Division of Research is charged with the responsibility of providing technical expertise to House members and House committees on specific subject matter. Each analyst works closely with his or her respective committee officers. Not only does each analyst review and make recommendations with respect to legislation that has been filed, but also assists in policy development.

**INTERNS.** Generally the intern is an undergraduate student at one of the colleges in the state, who has been selected by his school for this program. Interns are expected to devote full time to their legislative duties (as assigned by the Chairman) and function as a junior staff member of the General Assembly.

**COMMITTEE STAFF ASSISTANT.** The staff assistant acts as secretary to that committee as well as personal secretary to the Chairman, Vice-Chairman and Secretary of that respective committee. The staff assistant coordinates all secretarial and clerical duties in that office, attends committee meetings, and composes committee calendars.

## **GENERAL PROCEDURES**

Basically, the committee staff works with the actual bills or resolutions referred to that committee, even though permanent custody of the original bill is in the office of the Chief Clerk of the House. Bills are referred to committee as they pass second consideration on the day following their introduction. Resolutions, when referred, are referred on the day they are introduced. When a bill is referred to a committee by the Speaker, it will appear each day in the House Journal, the "daily service," and in the bill tracking program of the computer system. Any of these sources will let you know what bills have been referred to your committee. Bills are sometimes transferred from one committee to another or withdrawn; this information appears in these sources also.

## **COMMITTEE CALENDAR**

Bills and resolutions requested by the sponsors to go on the calendars (including those deferred at earlier meetings) and additional bills or resolutions placed thereon by the Chairman can appear on committee calendars.

Bill notice for hearing must only be filed one time and are filed in the standing committee office, even if the bill is in a subcommittee. Unless taken off notice, no further notice must be filed. Notice must be filed in the appropriate committee office by 3:00 p.m. Wednesday prior to the meeting; the committee secretary is required to have that calendar posted in the Chief Clerk's Office by 4:30 p.m. that afternoon. A weekly agenda of bills scheduled in committee will be compiled by the Clerk's Office on Wednesday and available Thursday for distribution.

## **SUBCOMMITTEES**

Each committee chair is responsible for the operating procedure of sub-committees within the committee. If the chair of a standing committee deems it appropriate, after advising with the vice chair and secretary, to assign a bill to a subcommittee, said bill must be assigned to such subcommittee within five (5) legislative days after its passage on second consideration and referral to standing committee, or following the receipt of a fiscal note if said bill is referred to the committee on Finance, Ways and Means unless otherwise provided by law.

The sub-committee chair's assistant is responsible for clerical support for the sub-committee.

## **RECORDS**

Attendance records are kept by the Chief Clerk's Office and the staff assistant. It is the responsibility of the staff assistant to send a copy to the Office of Legislative Administration for attendance purposes.

Roll Call Vote records are the responsibility of the Bill Clerk staffing that committee. There are three copies of this vote: the original to be included in the bill jacket; the second copy for the committee records; the third copy for the clerk's office files.

Roll Call Vote records for the sub-committees are the responsibility of the sub-committee's staff assistant. There are three copies of this vote. The original and one copy must be turned into the Office of the Chief Clerk of the House. The staff assistant keeps third copy for sub-committee records.

The Committee Report Form will be filled out by the Bill Clerk. It is the responsibility of the Bill Clerk to see that a copy is given to Calendar and Rules and the Office of Legislative Information Services.

# HOUSE STANDING COMMITTEES

Under the rules of the House, the Speaker has complete discretion to refer all bills to "the appropriate standing committee." The following list provides a general guide to the various areas, which may be appropriate to the standing committee under which they are listed.

## HOUSE AGRICULTURE COMMITTEE

The House Agriculture Committee is charged with two somewhat different responsibilities. The committee's first function is to process legislation which is agricultural in subject matter -- control of equine infectious anemia, euthanasia of animals, the use of state funds for cash awards at state and local fairs, etc. Other areas of concern are human nutrition and home economics and plant industry. Its second responsibility is to study the needs and concerns of Tennessee farmers and to address their problems and grievances with appropriate legislative remedies. These might include, but are not limited to, agricultural economics and research, production and marketing; animal industry and diseases of animals; dairy industry; livestock and meat products inspection. In this respect, the committee conducts public hearings with representatives from many farm groups appearing to present their views.

## HOUSE CALENDAR AND RULES COMMITTEE

The House Calendar and Rules Committee schedules bills for consideration on third and final reading and entertains debate on the merits of legislation recommended for passage by the eleven standing committees. The committee consists of the Chairman of each standing committee; the Speaker; the Speaker Pro Tempore; the Majority Leader or his designee; the Majority Caucus Chairman; the Minority Leader or his designee; the Minority Caucus Chairman; two members each of the majority and minority parties appointed by and to serve at the pleasure of the Speaker; and a Chairman, Vice-Chairman and Secretary as committee offices. This committee meets several times a week and acts on all legislation when requested by the sponsor.

## HOUSE CHILDREN AND FAMILY AFFAIRS COMMITTEE

The House Children and Family Affairs Committee considers legislation dealing with domestic issues such as divorce, child custody, and domestic violence. In addition to these issues, they also deal with legislation concerning juvenile crime, adoption, and any other bills dealing with children's issues as determined by the Speaker.

## HOUSE COMMERCE COMMITTEE

The House Commerce Committee considers legislation which concerns insurance, state regulatory boards, taxes, corporations, banks and other financial institutions, general business, interest rates, utilities, communications (including telephone, telegraph, radio and television), and legislation impacting trade, etc.

## HOUSE CONSERVATION AND ENVIRONMENT COMMITTEE

Most of the legislation referred to the Conservation and Environment Committee deals with energy, flood and drainage products, game and fish laws, strip mining and mineral resources; industries affecting natural resources; parks and recreation; pollution of air, water and land; soil conservation; tourism, vessels and small boats, waterways, lakes and streams, etc.

This committee also holds public hearings relative to appointments to the Wildlife Resources Commission.

## HOUSE EDUCATION COMMITTEE



The House Education Committee deals with all bills relating to education in general. This includes schools (kindergarten through university level, curricula, and lunch programs); teachers, school employees, bus drivers and administrators (pay, benefits and retirement); vocational technical education; and adult education.

### **HOUSE FINANCE, WAYS AND MEANS COMMITTEE**

Much of the activity of the House Finance, Ways and Means centers around the preparation of the general appropriations bill, but any measure which has a fiscal impact of \$100,000 or more under the rules of the House is referred to this committee from other standing committees.

Many subject matters are covered by the committee: bonds and bonding of revenue (including issuance and payment or retirement of bonds); tax-levying measures and the raising of revenue at the state level; tax-reducing measures; pension and retirement fund bills; the expenditure of funds; deposit of public monies, etc. The committee also holds budget hearings on the general appropriations bill.

### **HOUSE HEALTH & HUMAN RESOURCES COMMITTEE**

Most legislation referred to the Health & Human Resources Committee is relevant to three major topical areas: mental health, public health, and human services. Bills relating to health care, AIDS, Aid For Dependent Children, mental health, pharmaceuticals, nursing, and child abuse have been referred to this committee in recent years. They also have dealt with adoption procedures; hospitals (public and private), regulations, funding and financing; institutions related to health and welfare (geriatric, mental health, alcohol and drug abuse rehabilitation, mental retardation, nursing homes, tuberculosis sanitariums); health offices (administration and regulation); medical professions (licensing, regulations, training programs); public welfare in general and special assistance legislation dealing with the elderly, the handicapped and the homeless.

### **HOUSE GOVERNMENT OPERATIONS COMMITTEE**

The Government Operations Committee has several ongoing tasks. The committee is responsible for the periodic review of state agencies and of administrative rules and regulations. Any fundamental changes in the structure of state government must be reviewed by the Gov Op Committee. All legislation which creates, modifies, or terminates boards or commissions must be referred to this committee in addition to the original standing committee of reference.

### **HOUSE JUDICIARY COMMITTEE**

Many bills referred to this committee affect the civil law (including civil procedure, private and governmental civil liability, technical revisions in the Code); criminal law (including criminal procedure, criminal offenses and penalties, sentencing); property rights, estate law, wills, executors; law enforcement officers; courts (juvenile, municipal, state, personal courts); judges (compensation, expenses, retirement); judicial proceedings; reapportionment legislation. Many bills dealing with corrections and correctional facilities are referred to this committee. A Corrections Oversight Committee was created in 1987 and all legislation affecting this aspect of government must be first referred to this Oversight Committee for its recommendation prior to hearing by the Judiciary Committee.

### **HOUSE CONSUMER AND EMPLOYEE AFFAIRS COMMITTEE**

Bills referred to the Consumer and Employee Affairs Committee usually relate to workers and unemployment compensation; wages; consumer protection and consumer affairs issues; occupational standards, regulations and licensing; labor and industrial relations (child labor, health and safety, minimum wage, wages and hours, retirement and pensions), employment insurance, etc.

### **HOUSE STATE AND LOCAL GOVERNMENT COMMITTEE**

The nature of the legislation referred to this committee is often very complex. Legislation addressing such matters as local and municipal affairs (forms of local government, powers to tax and raise revenue, local ordinances, local government employees, local government expenditures); cultural affairs; alcoholic beverage taxes and regulations of sale; election laws; holidays and celebrations; military parks and battlefields; museums; preservation of historical markers; private utility districts; public lands; state and public libraries; state government in general; Veteran's affairs; annexation; and penal and correctional institutions often appear.

### **TRANSPORTATION COMMITTEE**

Legislation typically referred to the Transportation Committee deals with truck weights; safety regulation (motorcycle safety, motor vehicles, trucks, trains, airplanes, bicycles); highways, roads and bridges and railroads (maintenance, repair and construction); pipelines, public utilities, public works, and motor vehicle registration.

### **HOUSE RESEARCH ANALYSTS**

The House Division of Research is charged with the responsibility of providing technical expertise to House members and House committees on specific subject matter. Each analyst works closely with his or her respective committee officers. Not only does each analyst review and make recommendations with respect to legislation that has been filed, but also assists in policy development.

The Research Division of the House of Representatives weekly publishes the Research Review. This publication gives a brief description of legislation considered by each House Committee and the action that was taken on the legislation each week.

Denise Sims	Director	741-3025
Matt Barnes	Commerce Agriculture	741-0943
Patrick Boggs	Division Analyst	741-3025 (temporary)
Lawrence Hall	State & Local Government	741-3027
Pam Mason	Education	741-4573
Judy Narramore	Health and Human Resources	741-3104
Shannon Romain	Children & Family Affairs Consumer & Employee Affairs	741-3034
Kristina Ryan	Government Operations	741-8045
Rachel Thomas	Conservation & Environment Transportation	741-3100
Julie Travis	Finance, Ways, & Means	741-3028
Jamie Wyatt	Judiciary	741-3123

## **House Committee Assignments**

# 104th General Assembly

## Agriculture

<b>Davidson</b>	<b>Chairman</b>
<b>Bone</b>	<b>V-Chairman</b>
<b>Borchert</b>	<b>Secretary</b>

Baird  
Clem  
Crider  
Dunn  
Gresham  
Litz  
McDaniel  
Niceley  
Sharp  
Shaw  
Swafford

## Children & Family Affairs

<b>John DeBerry, Jr.</b>	<b>Chairman</b>
<b>Sherry Jones</b>	<b>V-Chairman</b>
<b>Marrero</b>	<b>Secretary</b>

Brown	Kelsey
Casada	Maddox
Cochran	Maggart
Cooper	Pruitt
Eldridge	Rowland
Favors	Shaw
Hill	Turner, Mike
Johnson, Curtis	Vaughn

## Commerce

<b>Hargrove</b>	<b>Chairman</b>
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<b>Curtiss</b>	<b>V-Chairman</b>
<b>Ferguson</b>	<b>Secretary</b>

Cobb	Montgomery
DeBerry, John	Roach
Favors	Sargent
Fitzhugh	Shepard
Godsey	Stanley
Hackworth	Strader
Harmon	Todd
Hawk	Towns
Lynn	Yokley
Matheny	
McCord	
McCormick	
McKee	

## Conservation & Environment

<b>Odom</b>	<b>Chairman</b>
<b>McDonald</b>	<b>V-Chairman</b>
<b>Tidwell</b>	<b>Secretary</b>

Baird  
Borchert  
Fraley  
Hawk  
Johnson, Phillip  
Johson, Russell  
Kernell  
McCord  
Niceley

## Consumer & Employee Affairs

<b>West</b>	<b>Chairman</b>
<b>Mike Turner</b>	<b>V-Chairman</b>
<b>Hackworth</b>	<b>Secretary</b>

Bunch  
Campfield

Casada  
Clem  
Jones, Sherry  
Langster  
Moore  
Pleasant  
Rowland  
Turner, Larry

## **Education**

**Winningham  
Brown  
Towns**

**Chairman  
V-Chairman  
Secretary**

Brooks, Harry  
Cooper  
Godsey  
Gresham  
Harwell  
Hood  
Jones, Ulysses

Maddox  
McCormick  
Montgomery  
Swafford  
Turner, Larry

## **Finance, Ways & Means**

**Fitzhugh  
Tindell  
Shaw**

**Chairman  
V-Chairman  
Secretary**

Armstrong  
Bone  
Briley  
Brown  
Coleman  
Curtiss  
Davidson  
Hargett  
Hargrove  
Harrison  
Harwell  
Hood  
Maddox  
McDaniel  
McDonald

McKee  
McMillan  
Miller  
Newton  
Overbey  
Pinion  
Rinks  
Roach  
Sargent  
Sontany  
Vaughn

## **Government Operations**

**Kernell  
Henri Brooks  
Cooper**

**Chairman  
V-Chairman  
Secretary**

Campfield  
Davis  
DeBerry, Lois

McMillan  
Rinks  
Sargent

Hargett  
Lynn  
Marrero

Watson

## **Health & Human Resources**

**Armstrong  
Pruitt  
Shepard**

**Chairman  
V-Chairman  
Secretary**

Crider  
DeBerry, John  
DeBerry, Lois  
DuBois  
Eldridge  
Favors  
Ferguson  
Hargett  
Harrison

Hensley  
Jones, Sherry  
Maggart  
Marrero  
Mumpower  
Odom  
Overbey  
Turner, Mike  
Watson

## **Judiciary**

**Fowlkes  
Coleman  
Sontany**

**Chairman  
V-Chairman  
Secretary**

Briley  
Brooks, Henri  
Buck  
Cochran  
Johnson, Russell  
Kelsey  
McMillan  
Newton

## **State & Local**

**Ulysses Jones  
Langster  
Yokley**

**Chairman  
V-Chairman  
Secretary**

Brooks, Harry  
Bunch  
DeBerry, Lois  
DuBois  
Hensley

Moore  
Mumpower  
Pruitt  
Rinks  
Strader

Johnson, Curtis  
Litz  
Matheny  
Miller

Tindell  
Todd  
West

## **Transportation**

**Pinion  
Buck  
Fraley**

**Chairman  
V-Chairman  
Secretary**

Cobb  
Davis  
Dunn  
Fowlkes  
Harmon  
Hill  
Johnson, Phillip

Pleasant  
Sharp  
Stanley  
Tidwell  
Vaughn  
Winningham

Hargett  
Hargrove  
Jones, Ulysses  
Kernell  
McDaniel  
McMillan  
Odom  
Overbey  
Pinion  
Pruitt  
Rinks  
Sargent  
West  
Winningham  
Speaker Naifeh  
Speaker Pro Tem DeBerry

## **Calendar & Rules**

**Miller  
Hood  
Litz**

**Chairman  
V-Chairman  
Secretary**

Armstrong  
Briley  
Davidson  
DeBerry, John  
Fitzhugh  
Fowlkes

# OFFICERS OF THE HOUSE

Chief Clerk	Burney Durham	741-3774
Assistant Chief Clerk	Tammy Letzler	741-2901
Chief Engrossing Clerk	Betty Kay Francis	741-2488
Chief Sergeant-at-Arms	Victor Thompson	741-7004,7005

## CLERK'S OFFICES

### OFFICE OF THE CHIEF CLERK

The Chief Clerk of the House of Representatives is appointed by the Speaker of the House as one of the first orders of business during the Organizational Session every two years. The Assistant Chief Clerk is appointed, along with other officers of the House.

The Chief Clerk's Office of the House of Representatives is charged with keeping all official records of the House. This involves accepting legislation for introduction, keeping appropriate files of all bills and resolutions; providing clerking staff to standing committees; compiling and distributing a weekly agenda of committee meetings and scheduled bills; compiling a daily journal of activities of the House; providing vote information to members, the press and lobbyists; keeping accurate records of all committee proceedings; accepting all amendments filed by members; data entry of bill introductions and sponsors of legislation; keeping a bill and personal index of all legislation; and other clerical activities. In addition, the Chief Clerk performs other duties assigned to him by the Speaker. The current Chief Clerk is Burney T. Durham of Sumner County. The Assistant Chief Clerk is Tammy Letzler of Rutherford County. Other employees in this office include Allison Andraza, Jessica Clayborn, Kim Cox, Jeremy Elrod, and Amber Moore.

### OFFICE OF THE CHIEF ENGROSSING CLERK

The Chief Engrossing Clerk, one of the officers of the House, is appointed by the Speaker for the two-year period of a General Assembly.

The primary function of the Engrossing Clerk's office is to combine bill text and adopted amendment text; if passed by one House only, it is referred to as "Engrossing"; if passed by both Houses it is referred to as "enrolling". Engrossing readies a bill for transmission to the second house; enrolling prepares a bill for transmission to the Speakers and/or Governor for their signatures.

This office also prepares photo-ready letterhead and newsletters as well as other documents, (such as certificates of recognition, proclamations, page certificates, etc.), and prepares presentation copies of resolutions and proclamations. The current Chief Engrossing Clerk is Betty Kay Francis of Rutherford County. Wanda Choate, Larry Cole and Frances Warren are also employed in this office.

## SERGEANTS-AT-ARMS

All Sergeants-at-Arms are responsible through the Chief Sergeant-at-Arms to the Speaker. The Chief Sergeant-at-Arms, the remaining appointed officer of the House, is appointed by the Speaker as one of the first orders of business during the organizational session of a General Assembly and serves for two years until the next general assembly. It is their responsibility to keep order in the Chamber, to secure the doors and admit only appropriate people to the floor while we are in session, and to perform other functions at the direction of the Speaker. The current Chief Sergeant-at-Arms is Victor Thompson of Coffee County. The current Sergeants-at-Arms are Kenny Rainey, Master Rainer, Wayne Steele, and Ken White.

# OFFICE OF THE SPEAKER

Along with the legislative responsibilities of the Office of Speaker, the Speaker's office handles matters pertaining to the following:

The Speaker's office assists the legislators in many ways. Requests from members for office furniture, deductions from postage and printing for flags, etc, must come through this office and be approved by the Speaker. Per Diem requests for House members, excuses for session attendance, must be approved by the Speaker.

The scheduling of committee rooms (for both state and private functions) is coordinated through the Speaker's office. The House Speaker's Office, along with the Chief Clerk of the Senate, approves any usage of hallways for displays or functions for both the Legislative Plaza and the War Memorial Building.

Staff requests for annual or sick leave must be approved by this office. Parking in the Legislative Plaza garage is coordinated by this office. The office phone number is 741-3774.

## SPEAKER'S STAFF

Burney Durham	Chief of Staff
Reta Adams	Deputy Chief of Staff
Larry Gamblin	Security Assistant
Doris Hinkle	Executive Assistant
Jeremy Maxwell	Legislative Assistant
Bertha Walker	Receptionist

# PROCEDURES

## SCHEDULING

**HONORARY PAGES.** Honorary pages are scheduled by the Legislator or staff through the House Chief Clerk's office. Usually one designated employee of the office is responsible for scheduling.

**MINISTER OF THE DAY.** The scheduling of the minister of the day is coordinated through the House Chief Clerk's office. The Representative or his/her staff member should provide the Clerk's office with the following information:

1. Date desired
2. Minister's Name
3. Name of Church
4. Representative's Name

**HOUSE CHAMBER.** The scheduling of the House Chamber is also handled through the House Chief Clerk's office. The legislator or staff will contact a designated employee in the office.

**COMMITTEE ROOMS.** Plaza House committee rooms (16, 29, 30, and 31) are scheduled through the House Speaker's office. Senate committee rooms (12, 14) are scheduled through the Lieutenant Governor's office. This is usually handled by one designated employee,

**CONFERENCE ROOMS** - The House Speaker's Conference Room is scheduled through the House Speaker's office. The Lt. Governor's Conference Room is scheduled through the Lt. Governor's Office. The Conference Room on the first floor of the War Memorial Building is scheduled through the House Minority Leader's Office.

## OTHER REQUESTS

**LEGISLATIVE LICENSE PLATES.** Forms for legislative license plates are distributed the first year of each general assembly by the Chief Clerk's office. The forms are transmitted to the appropriate individual in the Department of Safety.

**PARKING.** Parking in the Legislative Plaza garage is coordinated with the House Speaker's office. Any questions regarding parking are referred to House Speaker's Office at 741-3774.

**STATE FLAGS.** State flags can be obtained through the Office of Legislative Administration, G-11, War Memorial Building.

**STAMPS AND SUPPLIES.** Stamps and office supplies are available through the Office of Legislative Administration.



**PRESENTATION COPIES OF RESOLUTIONS.** The Chief Engrossing Clerk's office is responsible for the "final" copy of resolutions.

**CONFLICT OF INTEREST FORMS.** Members of the General Assembly are required to file Conflict of Interest forms annually with the Registry of Election Finance. These forms are usually distributed during session and are due by January 31 each year - When a member becomes a candidate for office again, conflict of interest forms must be filed within ten days (10) of the qualifying deadline. These forms are kept by the Registry of Election Finance's office.